

**City of Roanoke
Public Works Service Center
Standard Operating Procedure**

Subject: Oil-Water Separator Maintenance	Revised: 9/21/2018
Purpose: To establish proper guidelines for inspecting and cleaning the oil/water separator at PWSC.	

Responsible Party: Fleet Superintendent

Performance Frequency: Bi-Annual Cleaning

Documentation: Copies of dated tank cleaning records from the waste contractor.

Definitions:

Oil/Water Separator – The tank used to separate oil residues from wash and waste water that is collected from the floor drains in the Fleet Maintenance Shop. This tank is located underground, immediately outside of the south entry door of the Fleet Maintenance Shop.

Training:

Trainees must complete the signature section below and a copy of the signed SOP shall be retained on file in the Division's records and made available upon request.

Procedure:

1. As needed, or based on performance, the Fleet Superintendent or designee, will periodically open the oil/water separator tank lid to perform a visual inspection.
2. At least twice annually, the Fleet Supervisor will contact the waste contractor to perform a pump out and cleaning of the oil/water separator tank.
3. Upon completion of the cleaning, the contractor shall provide date-specific documentation that the work was successfully completed, the Fleet Management Division will send a copy of the tank service record to Environmental Management at: envmgt@roanokeva.gov

Trainee Name: _____ **Signature:** _____

Date Trained: _____

Send completed form to Environmental Management at: envmgt@roanokeva.gov